

Professional and Managerial Branch
Engineering and Related Technical Group
Planning Series

TRANSPORTATION PLANNING AND PROGRAMS MANAGER

9/99 (SAC)

Summary

Under general direction, as assistant head of Metropolitan Planning Organization (MPO) manage coordination of day-to-day services.

Typical Duties

Plan, direct and review research, and participate in formulation of long and short range transportation plans. Involves: overseeing studies and forecasts of various modes of surface transportation, including air quality conformity; performing traffic impact analysis and other transportation modeling; reviewing and making recommendations related to Transportation Improvement Program (TIP) and other plans to own superior, the Transportation Policy Board (TPB), and Mayor and City Councils; ascertaining availability of state and federal funding for transportation planning; preparing grant proposals; submitting necessary supporting documents with applications, or meeting contract requirements, state, federal and international regulations; monitoring pending legislation or regulatory changes, meeting with developers, other City departments and agencies and the general public to explain regional transportation needs, solicit citizen involvement and conduct public information programs relating to transportation planning, including public hearings to present funding proposals for adoption.

Assist in administration. Involves: preparing and presenting annual budget; monitoring expenditures for adherence to budget in accordance with grant provisions; preparing documentation for review and approval of plans; maintaining legal documents, databases and maps and other related records, including project costs; recommending and developing specifications for private consultants; negotiating and administering contracts.

Supervise assigned supervisory and nonsupervisory professional, technical and clerical personnel. Involves: scheduling, assigning, instructing in, guiding, checking and evaluating work; arranging for or engaging in employee training and development; enforcing personnel rules and regulations, standards of conduct, work attendance, and safe work practices; counseling, motivating and maintaining harmonious working relationships among subordinates; recommending staffing and employee status changes; interviewing applicants.

Perform miscellaneous related general managerial and administrative duties as required. Involves: substituting, if assigned, for own superior as qualified during temporary absences by carrying out specifically delegated duties sufficient to sustain continuity of ordinary operations or services, and similarly substituting for own subordinates.

Minimum Qualifications

Training and Experience: Graduation from a college or university with a Master's degree in Urban Planning, Public Administration, Transportation Engineering, or related field; and four (4) years of progressively responsible professional urban, regional or transportation planning experience, including two (2) years in a supervisory and administrative capacity; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: principles, practices and techniques of researching and developing short and long range urban or regional plans; local, State and Federal transportation and related environmental protection laws and regulations. Good knowledge of: budget and grant proposal processes; supervisory and presentation techniques; fiscal, contract and personnel administration practices; transportation modeling and planning related computer mapping and data base applications.

Ability to : plan, develop, organize, implement, coordinate and control complex transportation planning programs and projects; arrange for and ensure timely application of suitable methodologies for studying, designing, documenting and presenting short and long range inter-modal transportation plans and for incorporating them into comprehensive urban and regional plans of multiple jurisdictions, analyze and interpret common scientific and technical journals, financial reports, legal documents and environmental impact reports; apply mathematical concepts such as probability and statistical inference, plane and solid geometry and trigonometry fundamental, and fractions, percentages, ratios and proportions to practical situations; define problems, collect data, establish facts and draw valid conclusions, interpret and extensive variety of technical instructions in mathematical or diagram form, and deal with several abstract and concrete economic, social, and physical variables in order to recommend governmental measures to control and guide land and transportation facilities use; impartially and firmly exercise

delegated supervisory authority through subordinate supervisors to enforce personnel and safety rules and regulations, and provide leadership to motivate productivity and cooperation of individuals or teams of various types to ensure quality and timeliness of services; continuously establish and maintain effective public relations with funding sources, regulatory agencies, civic and business organizations, and the general public as well as working relationships with fellow employees, City officials, other jurisdictions and consultants using diplomacy in complicated situations in order to respond effectively to sensitive inquiries or complaints, negotiate business deals or resolve internal conflicts; express oneself clearly and concisely orally and in writing to prepare speeches and articles for publications that conform to prescribed style and format, and effectively and persuasively deliver group presentations and engage in discussions with individuals to explain and interpret controversial or complex planning topics.

Skill in safe operation and care of: motor vehicle through City traffic to attend meetings in various locations; networked personal computer together with generic office and specialized planning software.

Licenses and Certificates: Valid Texas Class "C" Operator's license or equivalent issued by another state.

Director of Personnel

Department Head

OFFICIAL